

# Chapter 45      *State Advertising and Award Procedures*

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This chapter is used by local agencies wanting the Washington State Department of Transportation (WSDOT) to advertise and award their Federal Highway Administration (FHWA) construction contracts. For these agencies, [Chapter 51](#) will also apply.

## 45.1    **General Discussion**

The documents that the local agency must submit to WSDOT in order to have a project advertised and awarded by the state are listed in [Chapter 51](#), which describes the procedures for advertising and awarding a construction contract when WSDOT is the awarding authority.

WSDOT will administer the project either in accordance with the [Construction Manual M 41-01](#) or this manual.

## 45.2    **Submittals**

When WSDOT is to advertise and award a construction contract on an FHWA project, the local agency will prepare and submit the following documents to WSDOT. Additional details on the content and format of these documents are found in [Chapter 44](#) and in the [Construction Manual M 41-01](#).

**.21 Contract Plans, Specifications, and Estimates (PS&E)** – The originals and one copy of these shall be submitted to the Region Local Programs Engineer. Review of the PS&E and bridge plans by WSDOT must be scheduled well in advance of the advertising date of the project. WSDOT review time on complex projects varies between 12 to 18 weeks depending on the type of project. Contact the Region Local Programs Engineer to coordinate the submittal time of the PS&E and bridge plans and for an advance estimate of the time and cost for the reviews.

**.22 Local Agency Letter of Financial Responsibility** – See [Chapter 44](#).

## 45.3    **Procedures**

**.31 Advertising and Award** – The following process will be used for reviewing contract documents, advertising for bids, evaluating bids, and awarding a construction contract.

1. The local agency prepares the PS&E package and submits it to the Region Local Programs Engineer.
2. WSDOT will review and concur with the PS&E.
3. A WSDOT Project Engineer is assigned to administer the project construction (see [Chapter 51](#)).
4. After WSDOT's review and concurrence, an advertising date is set. WSDOT sends out office copies of the PS&E to the local agency and other offices within WSDOT for their final review prior to advertising.

5. WSDOT advertises the project for at least three weeks.
6. On the date established in the bid advertisement, WSDOT opens and reads the bids received.
7. WSDOT tabulates and evaluates the bids. consults with the local agency prior to the project award.

If the lowest responsible bid does not exceed the engineer's contract estimate by more than 10 percent, the region awards the contract.

If the lowest responsible bid exceeds the engineer's estimate by more than 10 percent, WSDOT shall submit a copy of the bid, a tabulation of all bids, justification to accept or reject the bid, and any other related documents to the local agency for approval or disapproval.
8. If approval is made by the local agency, the region will award and execute the contract to the lowest responsible bidder.
9. The Local Agency Agreement must be supplemented if any overrun or underrun occurs beyond the authorized amount. See [Section 22.3](#).
10. WSDOT administers the project in accordance with department policy. **Note:** Before award, the Local Agency Agreement must be supplemented when the contract amount is greater than the authorized amount.
11. WSDOT bills the agency in accordance with the terms of the Local Agency Agreement.